



NOTICE

Albany Parking Permit Program –Permit Renewal Process

Existing permit holders who continue to reside in a permit zone may renew a new one year permit either online or in person. The new parking permit is valid from February 15, 2014 to February 15, 2015. This year we are pleased to offer the option to renew your permits (sticker) on-line as an additional option. However, if you prefer, you may bring your form mail in December 2013 (mandatory for in-person renewals) to the **City Treasurer's** office and we they will process your renewal. Vehicle permit renewals are \$20.00 per vehicle and are valid for one year. **For online purchases you must renew each individual business permit with a separate transaction.** There is a \$5.00 convenience fee for the vehicle permit transaction and a \$1.00 for the visitor permit transaction, which is being charged by the on-line renewal company. All persons doing renewals for 2014-2015 will be issued stickers for your decal permit. Instructions for affixing the stickers will be mailed with the stickers and are located on the City of Albany website under the Renewal decal placement <http://albanyny.gov/Government/Departments/CityClerk/ParkingPermits.aspx>. Please keep all 2012-2013 issued permits as the renewal stickers are designed to accompany the existing permits. We are also encouraging all business to check to ensure all current window decals are properly placed on your vehicle. The decal should be affixed to the bottom rear corner of the passenger window on the driver's side of the vehicle. As stated, information and diagrams on the proper location of the vehicle (window) decals will be mailed with the stickers upon payment.

Please remember that business permits are limited three per business and No visitor's permits will be issued to businesses.

PLEASE NOTE: By renewing your permit you attest that you continue to reside within a permit zone and are eligible to receive a parking permit in accordance with Article VIII of Chapter 359 of the Code of the City of Albany.

Online Purchase Instructions:

1. Go to the website: www.buymypermit.com/albany
2. Log in with your account number and current permit number listed above (top right hand corner of the letter)
3. Purchase your Parking Permit with Mastercard, Visa, Discover or PayPal.
4. You will receive a confirmation email.
5. You will receive the permit in the mail within 10-15 business days.
- 6. If you have a visitor permit, repeat steps 1-5 using the visitor permit number (top right hand corner, this will be a second transaction).**

In Person Purchase Instructions:

1. Please bring this letter (or a copy) to the City Treasurer's office, City Hall Room – 110 in order to obtain a permit. No permits will be issued without this form, as this form is proof of residency for renewals.
2. Include a check or money order made payable to the City of Albany for an amount based on your permit renewal (see fees above).
Write your account number and permit number listed above in the memo section.

Instructions to update information (new vehicle/new address):

1. Applications may be downloaded from the City of Albany website (see below).

<http://www.albanyny.gov/Government/Departments/CityClerk/ParkingPermits.aspx>

3. Bring in completed application to the City Clerk's office at the address above.
4. Bring a copy of your new vehicle registration and/or new lease, as well as all other necessary documents.
5. Bring a check or money order (no credit or debit cards accepted) made payable
to the City of Albany for an amount calculated based on your permit renewal (see fees above).